ALBERTA HANSARD

ANNUAL REPORT
1987

88-05078/

LEGISLATIVE ASSEMBLY
ALBERTA

OFFICE OF
Alberta Hansard

Room 901
Legislature Annex
Edmonton, Alberta
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March 17, 1988

TO THE HONOURABLE THE SPEAKER OF THE LEGISLATIVE ASSEMBLY:

I have the honour to submit the annual report of *Alberta Hansard* for the calendar year ended December 31, 1987, as required by Standing Order 110.

Respectfully submitted,

Gary Garrison

Editor, *Alberta Hansard*

Alberta Hansard

ANNUAL REPORT

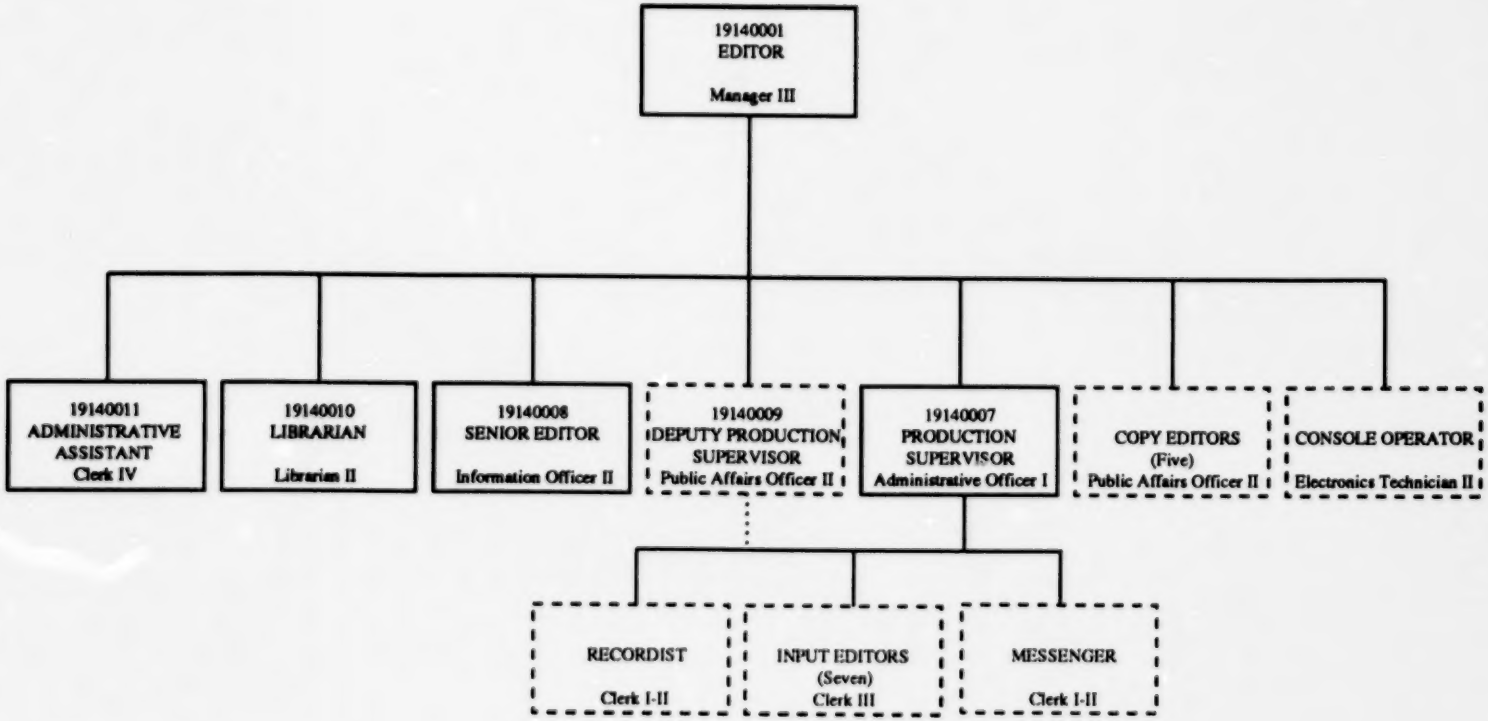
1987

Prepared for the Honourable Dr. David J. Carter
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

March 17, 1988

Alberta Hansard
Room 901 Legislature Annex
Edmonton, Alberta
T5K 2B6

LEGISLATIVE ASSEMBLY OF ALBERTA
ALBERTA HANSARD
ORGANIZATION CHART



Broken line indicates sessional employee

January 5, 1988

STATEMENT OF PURPOSE

To produce the official report of what is said during meetings of the Legislative Assembly and its committees.

THE YEAR'S MAJOR EVENTS

Many major changes occurred in the *Hansard* branch in 1987. The outline of significant changes below is supplemented by further explanations on succeeding pages of this report.

1. **Next-day Service** -- For the spring sittings, *Hansard* began next-day service on reports of House proceedings. The branch was partially reorganized and a new production schedule was designed to provide for faster turnaround on transcripts of House and committee proceedings. A new policy was introduced regarding the posting of Blues.
2. **Editorial Policy** -- In January, editorial policy was clarified, calling for less editing as per the terms of Standing Order 108.
3. **In-house typesetting** -- Prior to the spring sittings, desktop publishing equipment was acquired and used to produce camera-ready copy of reports of the House and its committees.
4. **Printing Contract** -- Following an open tendering process, the printing contract for *Hansard* was awarded to ASAP Finecolor Printing Ltd. for two years.
5. **Offices Moved** -- In February *Hansard* offices were moved from the Legislature Building to the ninth floor of the Legislature Annex. Vault space previously occupied in the Legislature Building was vacated in October and the contents moved to a vault in the Legislature Annex.
6. **Organization and Staffing** -- Prior to the spring sittings, the Input Editor positions were reclassified from Public Affairs Officer II to Clerk III. During the spring, a system of regular performance appraisals for part-time staff was introduced, new descriptions were drafted for all positions, and all nonmanagement positions were audited by Personnel Administration.
7. **User Survey** -- A user survey was conducted in June.
8. **Online Searching** -- During the summer, in conjunction with Public Works, Supply and Services, a feasibility study was undertaken regarding online computer searching of *Hansard* text and the *Hansard* index.
9. **Conferences** -- In the summer, the Editor and the Librarian attended the Hansard Association of Canada Conference in Quebec City. The Editor also attended the Commonwealth Hansard Editors Conference in London, U.K., and served a one-week attachment to the House of Commons Official Report.

10. **In-house Index** -- In the fall, a microcomputer was purchased and software development was begun to enable the branch to produce the index in-house.
11. **Bound Volumes** -- The bound volumes for the spring sittings were produced prior to the fall sittings.
12. **Committee Binding** -- A program of hardcover binding of committee transcripts was begun in the fall.
13. **Archive Project** -- Prior to the fall sittings, plans were made to begin work to produce a *Hansard* record from tapes of House proceedings from 1965 to 1971, which are stored at the Provincial Archives. One *Hansard* issue for 1971 was produced as a sample.

1. Next-day Service

As noted in last year's annual report, Mr. Speaker decided in December 1986 to publish *Hansard* issues the day following the sitting being reported, rather than two days following, which had been the previous practice. That change was implemented for the opening of the spring sittings, March 5, and throughout 1987 *Hansard* issues covering day sittings were printed and delivered within the Legislature complex by the morning of the next working day; issues covering night sittings were delivered in the Chamber the next working day between 4:30 and 5 p.m., except for Thursday night sittings, the *Hansard*s for which were delivered the following Monday morning.

In order to implement the change in policy, the branch developed new scheduling principles for session and a number of wage personnel were shifted to duties different from those they previously performed. The new scheduling principles, which are found in the Appendix, enabled transcripts of committee meetings to be produced more quickly than in previous years so that despite the additional workload occasioned by the deliberations of the Privileges and Elections Committee at the end of the spring sittings, transcripts were often completed much more quickly than the internal target of 48 hours.

The requirement of Standing Order 108(d) that Blues be posted was satisfied in a manner different from previous practice; unedited draft transcripts were posted in the Members' Lounge and made available at the *Hansard* office 90 to 120 minutes following the proceedings reported, instead of having edited transcripts delivered to a limited number of MLAs and others the following morning.

2. Editorial Policy

Prior to the opening of the spring sittings, Mr. Speaker conveyed to *Hansard* his intention that the editorial changes made to remarks uttered in the House should conform more strictly to the guidelines outlined in Standing Order 108. As a result, the *Hansard* issues of 1987 incorporated fewer changes to the text of the speeches as delivered by MLAs, and those changes were limited to the correction of grammatical and manifest errors.

3. In-house Typesetting

In the first two months of 1987, *Hansard* developed the capability to produce camera-ready copy in-house. This made the transition to next-day service more manageable, since the branch gained more direct control over the typesetting process. In-house publishing capability also enabled *Hansard* to produce committee transcripts in the same format as the *Hansard* record of the House.

4. Printing Contract

Since the contract with the Jasper Printing Group expired December 31, 1986, an open tendering process was carried out to determine a contractor for 1987 and 1988. The tenders were opened publicly on January 7, 1987. ASAP Finecolor Printing was awarded the printing contract on the basis of a bid of $31 per page, based on 80 sitting days and 40 night sittings per year and 1,820 copies printed of each issue. The current contract runs through December 31, 1988. The per page cost of printing under the previous contract was $66, which included typesetting services provided by the contractor.

5. Offices Moved

Since *Hansard* began operations in 1972, the branch had occupied two suites of offices on the fourth floor of the Legislature Building, numbers 411 through 413 adjacent to the public gallery and 414 through 416 adjacent to the members gallery. In recent years, *Hansard* had also occupied rooms 108 through 110, on the first floor.

On February 16, 1987, *Hansard* moved from those offices in the Legislature Building to the north side of the ninth floor of the Legislature Annex Building. The new location has enabled all *Hansard* staff to be situated in close proximity to each other, which has promoted better intrabranch communication.

An audio cable was laid between the Chamber and the new *Hansard* office to enable recording of the proceedings to take place on the premises. A backup reel-to-reel tape recorder was situated in the equipment room just south of the press gallery to ensure that if the audio signal to the Annex were disrupted or if the main recording system should fail, there would still be a tape of the proceedings from which to create the *Hansard* record.

In October the vault used by *Hansard* in the basement of the Legislature Building was vacated and the contents moved to a vault in the basement of the Annex Building. This completed the move of *Hansard* personnel and materiel from the Legislature Building and freed up vault space there for other uses.

6. Personnel

Before hiring part-time, sessional editorial staff for the spring sittings, a review was done of the classification of the seven Input Editor positions. These are the people who create the draft transcript from the audiotape. Two full-time positions were abolished in 1986 and a third vacated during the spring

sittings of 1987, thereby shifting the copyediting work from full-time to part-time staff. The copy editors invariably came from among the ranks of input editors, but there was no means of compensating new copy editors at a rate of pay higher than that used for input editors, even though copy editors had greater responsibility. Further, the market conditions had changed dramatically since the early '80s when the Input Editor positions were created. As a result, the Input Editor positions were reclassified from Public Affairs Officer II to Clerk III.

All positions in the branch had new position descriptions written for them, and all nonmanagement positions were audited during the spring sittings. Further action on classifications was put on hold pending the appointment of a Personnel Manager for the Legislative Assembly Office, which occurred in November.

In February, seven new input editors were hired in preparation for the spring sittings, and there was one input editor returning from 1986. Although normally only seven input editors are required, an eighth was hired in order to ensure that there was backup if there was a resignation or if the sessional workload increased beyond what it was in 1986. One of the input editors obtained a full-time job in April and another was unable to continue working except in the evenings; an experienced input editor from 1986 was able to return to work following the completion of her university year in April.

The Staff Editor, Lorraine Gibeault, resigned at the end of March; a sessional wage person was hired to fulfill her copyediting responsibilities for the remainder of the sittings, and her extrasessional duties were transferred to other members of the full-time staff.

During the spring sittings, *Hansard* employed a total of 22 people at a time; prior to March 31, six were full-time and 16 part-time; after March 31 there were five full-time and 17 part-time.

A system of regular performance appraisals for part-time staff was instituted during the spring sittings. Prior to 1987 part-time staff were provided with oral feedback and participated in an exit interview with the Editor at the end of each set of sittings. In 1987 the Production Supervisor and the Editor

began to implement the appraisal process for staff under their respective supervision, pursuant to the reporting relationships outlined on the organization chart and in the position descriptions.

7. User Survey

In early June a user survey was conducted to seek the views of MLAs and other subscribers on the quality of service and on whether subscribers were interested in enhancements to the service. Subscribers were specifically asked whether they would benefit if the branch made the *Hansard* text available for computer searching. Of the 66 MLAs who responded, 34 said yes, 16 no, and 14 were unsure. Of the other subscribers, 154 said yes and 133 said no. The survey also asked whether users would benefit from our making the *Hansard* index available for online searching: 35 MLAs said yes, 15 said no, and 14 were not sure; of the other subscribers, 150 said yes and 132 said no.

In general, the user survey indicated that *Hansard* is widely used, that all readers appreciate the next-day production deadline and the faster turnaround, and that the overall service provided by *Hansard* is rated very highly by MLAs and other subscribers alike: 46 MLAs rated the service very good, 17 good, and 1 acceptable; of the other subscribers, 169 rated *Hansard* services very good, 107 good, and 18 acceptable. Of all the responses received, not one rated the service poor. In addition, a number of useful suggestions and comments were received from users, and all of these have been or will be responded to.

8. Online Searching

Following the results of the survey, preliminary work was begun with Public Works, Supply and Services to determine the feasibility of providing online computer searching capability for both *Hansard* text and the *Hansard* index. It was determined that it would be feasible to communicate *Hansard* text to

Public Works' mainframe computer and to then enable users of the system to search the text using the BASIS program, which is also used with the text of statutes. However, there were certain costs involved in the communication and storage of the data. Since the *Hansard* budget could not cover the costs during the 1987-88 fiscal year, the project was put on hold pending consideration of the 1988-89 estimates.

Technical personnel of Public Works, Supply and Services advised that under present circumstances, the index data is not in a form that would make it readily searchable, so this aspect of the project was put on hold as well.

9. Conferences

In July the Editor and the Librarian attended the Hansard Association of Canada conference in Quebec City. The main items of discussion were: what use *Hansard* reports are put to, the possibility of standardized indexing of all Canadian Hansards, and the question of how much the text of members' speeches should be edited. As well, there were reports on occurrences in the various jurisdictions and the opportunity to discuss issues and practices with the staff of Hansards from across Canada.

Also in July, the Editor attended the Commonwealth Hansard Editors Association conference in London. This association had first met in 1984 but had not established a constitution for itself, so that was a major item of business. Demonstrations were presented on the technology used in computer-assisted transcription (CAT). There was discussion as well on the various production methods used in jurisdictions throughout the Commonwealth and on the different degrees of editing performed. During his one-week attachment, the Editor was able to study in some depth the working of the U.K. House of Commons *Hansard* as well as some other related operations at Westminster.

10. In-house Index

In August a project was initiated to replace and upgrade the aging software used to produce the index. The object was to bring index production completely in-house, thereby reducing the costs of maintaining the index on the mainframe computer.

To this end a standalone microcomputer was purchased which can perform the processing tasks required and which can be connected to existing printers and the desk-top publishing equipment, enabling in-house printing of cumulative indexes and a camera-ready copy of the annual bound index.

The software programming for the project is being done by a systems analyst from the applications maintenance and support branch of the Department of Public Works, Supply and Services according to specifications provided by the Librarian. As of the end of December, programming was well under way, with completion scheduled for the end of January. The new system will be in use starting with the opening of the new session in the spring of 1988.

11. Bound Volumes

Also prior to the fall sittings, bound volumes covering the spring sittings were produced and delivered to subscribers throughout the Legislature complex; other subscribers' copies were mailed following the sittings. This was a departure from the previous practice of waiting until prorogation and binding all the sittings of the session at the same time. The earlier binding was done to help speed up the process and to help avoid having a large binding job undertaken during the spring sittings.

12. Committee Binding

In the fall, *Hansard* began a practice of hardcover binding of committee transcripts of the meetings reported during each session of the Assembly. Prior to 1987, committee transcripts had been bound by calendar year using a variety of binding techniques. Since most standing committees are appointed on a sessional basis, using the prorogation date instead of January 1 as the cutoff date will more accurately reflect the makeup and activities of the various committees; having a uniform hardcover binding will give the transcripts a longer shelf life and make reference to them somewhat easier.

Hardcover bound transcripts of standing committees from January 1, 1986, to the end of the First Session of the 21st Legislature were filed with the Legislature Library, the Clerk's office, the Provincial Archives, and the *Hansard* Office. The plan is to continue providing bound committee volumes to the Archives as a regular practice.

A complete set of previous years' transcripts stored at the *Hansard* office and partial sets from the Clerk's office were prepared for hardcover binding, and the plan is to bind the second complete set kept in the Library in the near future. The committee transcripts which were bound in late 1987 are listed below.

Committee of Supply, subcommittees A and B, 1979
Special Committee to Search for an Ombudsman, 1983-84
Special Committee to Search for a Chief Electoral Offices, 1985
Special Committee to Search for an Auditor General, 1985
Special Standing Committee on Members' Services, 1980 to 1985
Standing Committee on the Alberta Heritage Savings Trust Fund Act, 1979 to 1985
Standing Committee on Law and Regulations, 1983 to 1985
Standing Committee on Legislative Offices, 1983 to 1985
Standing Committee on Private Bills, 1983 to 1985
Standing Committee on Privileges and Elections, Standing Orders and Printing, 1982 and 1983
Standing Committee on Public Accounts, 1979 to 1985
Standing Committee on Public Affairs, 1983
Public Hearings on the Workers' Compensation Act and the Occupational Health and Safety Act, 1983

13. Archive Project

In the fall, plans were made to begin work on producing *Hansard* issues from the audiotapes made of the proceedings of the Legislative Assembly in 1971, prior to the start of *Hansard*. One sample issue was produced, but work on the project was halted to ensure that sufficient funds were available for the fall sittings. Work is expected to proceed on this project as funds and staff time become available. The long-range goal is to produce bound *Hansard*s with indexes for 1965 through 1971, the years when the proceedings were taped but not reported.

COMMITTEE REPORTING

The following table summarizing committee transcription services indicates that the total number of hours for which transcripts were produced in 1987 is up considerably over the 1980-86 average of 91.26 hours.

Name of Committee	Number of Meetings	Duration (Hours)
Special Standing Committee on Members' Services	12	30.25
Standing Committee on the Alberta Heritage Savings Trust Fund Act	13	18.63
Standing Committee on Legislative Offices	4	6.06
Standing Committee on Private Bills	14	22.08
Standing Committee on Privileges and Elections, Standing Orders and Printing	12	28.16
Standing Committee on Public Accounts	11	15.61
SUBTOTAL (STANDING COMMITTEES)	66	120.79
Comparable 1986	54	79.77
Miscellaneous	1	1.25
TOTAL 1987	**67**	**122.04**

Forty-five percent of committee meetings for which transcripts were produced (54.45 hours) were held during the fall or spring sittings of the Assembly.

In addition to transcripts of standing committees, *Hansard* staff also produced a transcript of the proceedings of the 75th anniversary of the official opening of the Legislature Building, held on September 3, 1987.

HANSARD INDEX

In 1987 the *Hansard* index continued to be generated through the mainframe computer at the Government Computing Centre in the Terrace Building with data input on a terminal situated in the Hansard office.

Regularly updated printouts of the cumulated index were provided during session to the Legislature Library for the use of members and others. During and following the Second Session of the 21st Legislature, printouts of the index were provided to the Official Opposition office, the Liberal caucus office, and the Premier's office, at their request, with a final cumulation provided at the conclusion of both spring and fall sittings. The bound index covering the Second Session of the 21st Legislature is scheduled for printing and distribution early in 1988.

Reference services of the Hansard Librarian continue to be available to those seeking index information. During 1987, a total of 167 questions were answered: 100 from staff within the Legislative Assembly complex, 22 from government departmental staff, and 45 from the general public.

The Librarian is also responsible for the preparation of a table showing the progress of Bills through the Legislative Assembly. This table was published with most Monday issues of *Hansard* and in the final issue for both spring and fall sittings.

PROFESSIONAL DEVELOPMENT

The Editor attended a seminar on Management Planning and Control, which was offered through the University of Alberta's Faculty of Extension, as well as a Financial Management course through Personnel Administration. Mary Hunt, the Administrative Assistant, attended a similar course on Financial Management. Carol Holowach, the Production Supervisor, attended Women Entering a Supervisory Role as well as a first aid course. Deirdre Grist, the Librarian, attended Introduction to BASIS in order to learn about the capabilities of the BASIS system which would be used to provide online text searching capability if that project proceeds.

ARCHIVES

On August 20, the 100 master tapes covering the spring sittings of the Second Session of the 21st Legislature were deposited with the Provincial Archives and were assigned accession number 87.270. On January 27, 1988, the 18 master tapes of the fall sittings were similarly deposited.

STATISTICS

House

year	sitting days	total pages	sitting hours
1987	81 (30 nights)	2,340	311.10
1986	69 (29 nights)	1,932	277.85
1985	51 (22 nights)	1,350	193.13
1984	64 (25 nights)	1,512	219.78
1983	78 (26 nights)	1,936	281.16
1982	40 (14 nights)	942	136.72
1981	85 (34 nights)	2,346	340.46

Committees

year	no. of meetings	total pages	meeting hours
1987	67	1,032[1]	122.04
1986	55	610	80.02
1985	74	1,098	102.98
1984	66	714	85.96
1983[2]	92	2,536	182.25
1982	25	536	53.20
1981	50	878	71.00

Index Inquiries

year	Leg. Assembly	Depts.	Public	Total
1987	100	22	45	167
1986	81	14	29	124
1985	69	9	16	94
1984	88	12	23	123
1983	37	20[3]		57

Subscriptions

year	Metered	Unmetered	Bound	Total printed
1987	553	762	230	1,820
1986	501	486	230	1,820

	All other subscriptions	Leg. Assy.& over counter	Bound	Total printed
1985	640	875	230	1,745
1984	675	600	190	1,465
1983	650	600	185	1,450

Miscellaneous

year	speech reprints	hours of system downtime
1987	71	6
1986	54	35
1985	not available	0
1984	not available	insignificant

[1] Starting March 5, 1987, committees followed *Hansard* format.

[2] The 1983 figures include 13 meetings (55.68 hours) of the Select Committee on the Workers' Compensation Act and the Occupational Health and Safety Act.

[3] In 1983, inquiries from government departments and the public were combined.

EXPENDITURES

The financial statement on page 16 reflects the fiscal effects of several of the most significant changes that took place during 1987. An explanation is provided below.

Manpower -- The decline in salaries reflects the fact that three full-time positions have been vacated and left unfilled during the last 18 months. Expenditures on wages have increased partly because work normally performed by full-time staff has been shifted to wage personnel and partly because wage expenditures are directly related to the number of hours the House and its committees meet. The total number of those hours in 1987 was 433.14, compared with 357.87 in 1986: a difference of 75.27 hours or 21 percent. It is worth noting that even though the workload increased by 21 percent, total manpower expenditures increased by only 4 percent.

Some of the wage expenditure was required as well to accomplish the transition to in-house typesetting during the first two months of 1987. Also, payments for operation of the sound console in the Chamber came under Professional, Technical, & Labour Services starting April 1, 1987, rather than under Wages.

Supplies and Services -- Travel expenses are up for several reasons. The summer session in 1986 caused cancellation of plans to attend at the Hansard Association conference, which lowered travel expenses in 1986. In 1987 two delegates attended the conference and the Editor attended the Commonwealth Hansard Editors conference as well.

The increase in Freight & Postage is partly attributable to the increased costs associated with the publication of a separate night issue. Because of the relative weights, it costs virtually the same to send out each day issue or night issue as it would cost to mail a combined day and night issue. Another factor, of course, is that there were 81 sitting days in 1987 compared to 69 in 1986.

Rental payments are down because the NBI word processing system was paid off in 1986.

Telephone & Communications are up because there was a delay in billing and a payment which would normally have been paid in 1986 was paid in early 1987. Repair & Maintenance is up to reflect the addition of two terminals during the year, one of which was the desktop publisher, and the laser printer for typesetting.

The major decrease under Professional, Technical, & Labour Services is directly attributable to in-house typesetting and the fact that even though more issues and more pages of *Hansard* were produced in 1987, printing costs are based on a rate of $31 per page compared to the $66 per page under the previous contract. This decrease more than compensated for the cost of software development for the in-house index and the transfer of the cost of operating the sound console in the Chamber from Wages.

Data Processing Services increased because there were more sittings in 1987 and since there were separate night issues, more mailing covers were required to be printed. The Hospitality increase reflects the cost of coffee for the staff, which it was impossible to offer in the previous location, and the cost of several meals provided to staff during long night sittings. Materials & Supplies are up because of the additional cost of cartridges and paper for the laser printer on which the typesetting is done.

Fixed Assets are down because the final payment for the NBI word processing system was made in 1986; one additional terminal was purchased in early 1987 to facilitate the production of next-day *Hansard*.

FINANCIAL STATEMENT

(January 1 to December 31, 1987)

	Total 1987	Total 1986	%Change
MANPOWER			
Salaries	171,374.88	218,635.74	-21.6
Wages	162,202.43	105,566.13	53.7
Employer Contributions	32,537.41	28,491.05	14.2
Allowances & Supp. Benefits	1,043.30	290.00	259.8
Manpower subtotal	**367,158.02**	**352,982.92**	**4.0**
SUPPLIES AND SERVICES			
Travel expenses	5,025.47	1,538.30	226.7
Freight & postage	39,790.14	20,968.58	89.8
Rental of assets	2,400.00	30,631.00	-92.2
Telephone & Commun.	690.00	203.10	239.7
Repair & Maintenance	18,591.80	17,526.11	6.1
Profess., Tech., & Labor Services	153,910.04	223,585.65	-31.1
Data Processing Services	7,045.21	5,582.57	26.2
Hospitality	435.33	138.50	214.3
Materials & Supplies	9,320.29	4,785.68	94.8
Supplies and Services Subtotal	**237,208.29**	**304,959.38**	**-22.2**
FIXED ASSETS Subtotal	**6,852.00**	**12,007.13**	**-42.9**
TOTAL EXPENDITURE	**611,218.31**	**669,949.54**	**-8.8**

ACKNOWLEDGEMENTS

The staff of the *Hansard* branch are grateful to Mr. Speaker for his support for and confidence in the branch throughout 1987. We are grateful as well to all Members of the Legislative Assembly and their staffs for their assistance in supplying information we have requested of them so that we might produce as accurate a record as possible. We are grateful as well for the assistance provided by the staff of the Legislature Library for their work in helping us check the spellings of proper names and locating hard-to-find material that was quoted from in debates.

The support of the Clerk, W. J. David McNeil, and the Legislature Librarian/Assistant Deputy Minister, D. B. McDougall, is much appreciated, as is the administrative assistance provided to *Hansard* by General Administration. We are thankful as well for the co-operation of all staff involved in providing House and committee services.

The Editor acknowledges with thanks the hard work and dedication of *Hansard* staff, who were persistent in tracking down research in order to get things right, who often worked long hours and well into the night in order to ensure that the text would be properly checked and finished on time, and who maintained their good sense of humour in spite of the peculiar working hours and the frequently fluctuating demand for their assistance.

Appendix

A summary of *Hansard* production methods and services

Production of *Hansard*

The proceedings of the Assembly are recorded on audiocassette tapes in five-minute segments. We also record the same material on cassettes in 30-minute segments and have a master tape recording on a 7-inch reel which contains up to three hours of proceedings, the normal time limit for day or evening sittings. We have a recordist who operates our recording equipment and a console operator who sits in the console booth in the Chamber and controls the sound system in the House, switching the members' microphones as required. We have a crew of six copy editors, who take half-hour turns sitting in the Speaker's gallery, taking notes of the proceedings to aid those doing the transcription, and sending notes to the members to request research information. Our messenger is responsible for conveying the notes from the Speaker's gallery to our office and for photocopying and distributing them among the editorial staff.

A crew of seven input editors or transcribers transcribe the material from the five-minute tapes on our NBI Oasys 64 word-processing system. It normally takes 30 to 45 minutes for each five-minute tape to be transcribed, since the input editors are responsible for checking the spellings of proper names and for correcting grammar, spelling, inserting proper punctuation, and performing the initial edit in accordance with the *Hansard* style. As soon as each five-minute portion is transcribed, it is printed, and copies are posted in the Members' Lounge and in the *Hansard* office. Copies of the draft transcripts covering question period are also distributed to the press gallery and the Speaker's office. The first five-minute portion is normally posted within an hour of the opening of the sitting and thereafter these documents are posted as they become available. The last document of a three-hour sitting would normally be posted within 90 minutes of adjournment. Members have the opportunity to suggest corrections at this stage.

The text is then assembled into half-hour segments by six copy editors, who listen to the tape again and modify the text on the word processor as required to ensure that the text accurately reflects what was said and that *Hansard* style has been followed. Copy editors also refine punctuation and check research items that the input editors have been unable to verify. It normally takes two to two and a half hours to complete the copyediting. On occasions when the House sits past 11 p.m., provision would normally be made for copyediting to be curtailed at 1:30 a.m. and completed the following morning by other staff.

Once the copyediting is done, copy editors proofread onscreen half-hour segments that were copyedited by others. At the proofreading stage, questionable text is spotchecked against the audiotape, outstanding research is checked, and the text is reviewed generally for errors, which are corrected onscreen. This process normally takes up to one hour, so that the entire text of a day sitting which ended at 5:30 p.m. would be ready for typesetting by 9 p.m. For night sittings, the first four half-hour segments would normally be proofread at night and the rest proofread the following morning by other staff.

Once the material has been proofread, a member of the *Hansard* staff communicates to our NBI 5000S (sometimes referred to as the IWS or integrated workstation) text-formatting terminal the half-hour segments that are available and formats the text to produce a camera-ready copy for the printer. On average the communicating and formatting tasks take about two hours for a three-hour sitting. For day sittings the text is normally communicated and formatted as the segments become available, but for night sittings the complete text is usually collated on the word-processing system and then communicated in one piece to the 5000S. The afternoon issues are typeset by 10:30 p.m., the Friday morning issues by 6 p.m., and the night issues by 11:30 a.m. The camera-ready copy is produced on a 300-dots-per-inch Apple Laserwriter and is sent to a commercial printing firm for printing.

The final, printed copies of afternoon issues are delivered by 9 a.m. the next working day; the evening issues are delivered by 4:30 p.m. the next working day, except for issues covering Thursday night sittings, which are delivered by 9 a.m. the following Monday.

Production Synopsis

1. Transcription and editing of five-minute audiocassettes, starting at 2:35 p.m. Monday through Thursday, 10:05 a.m. Friday, and 8:05 p.m. for night sittings: 30 to 45 minutes transcribing time for each cassette; seven input editors work in rotation.

2. Posting of Blues or draft transcripts in five-minute portions starting 3:30 p.m. Monday through Thursday, 11 a.m. Friday, and 9 p.m. evenings, about 60 minutes after House opens, and ending within 90 minutes of adjournment.

3. Copyediting of 30-minute portions of transcript, starting as five-minute portions have been transcribed: approximately two to two and a half hours copyediting time for each 30-minute portion; six copy editors work in rotation.

4. Proofreading of 30-minute portions of transcript, starting after copyediting is finished: approximately one hour proofreading time for each 30-minute portion; six copy editors proofread each other's text.

5. Typesetting of final text:
   a. For day sittings, typesetting starts as soon as each 30-minute portion has been proofread and is finished by 10:30 p.m. Monday through Thursday and by 6 p.m. on Friday
   b. For night sittings, typesetting is done the following morning once all proofreading is completed and is finished by 11:30 a.m.

6. Delivery of printed *Hansard*
   a. Day issues delivered by 9 a.m. next working day
   b. Night issues delivered by 4:30 p.m. next working day, except Thursday night issues, which are delivered by 9 a.m. the following Monday.

Index

The *Hansard* index is the responsibility of the *Hansard* librarian. She provides data for the index to be input into a computer by the administrative assistant. The final *Hansard* is indexed every day during session and a regularly updated printout is available for reference at the front of the *Hansard* office and in the Legislature Library. The librarian also provides index information on request to MLAs, staff, and the public. Outside session the librarian indexes in more detail the debates that took place during Committee of Supply and during the consideration of Bills and motions. Once the *Hansard* issues for the whole session have been indexed, the index is typeset and printed and becomes part of the bound volumes of *Hansard* produced each session.

The index material is input on a word-processing terminal which is linked by modem to a mainframe system operated by Public Works, Supply and Services. Printouts are obtained from the printer at the Public Works data centre. Work is under way now on developing a new computer program to produce the index using an NBI 4200 personal computer which was just recently installed in the *Hansard* office. This new program is expected to be in operation prior to the opening of the 1988 session. Beginning then the printouts will be produced in the *Hansard* office rather than at the data centre and index information will be available for onscreen recall in the *Hansard* office.

Bound volumes

Bound volumes of *Hansard* are given to members and are available by subscription. These are normally sets of two or three books which are usually available two to three months following the formal end of each session. In recent years sessions have been prorogued by cabinet order effective the day prior to the opening of the next session, which normally occurs in early or mid-March.

House sitting hours

The Alberta House sits in the afternoons from 2:30 to 5:30 Monday through Thursday and from 10 a.m. to 1 p.m. on Friday. There is provision for night sittings on Monday, Tuesday, and Thursday starting at 8 p.m.; in practice the House does not normally sit all three nights every week of session, but the average has been about 2.5 nights per week. Theoretically these night sittings could go all night -- as one did on December 7, 1981, when the House sat until 9:24 a.m. the next day -- but in 1986 and 1987 night sittings usually adjourned around 10:30, with only a few continuing until nearly midnight.

Staff working hours

During session *Hansard* staff work irregular shifts, with the work day stretching from 8 a.m. until as late as 2 or 2:30 a.m. the next morning. Normal office hours are 8:15 a.m. to 4:30 p.m., but during session only the administrative assistant, the librarian, the editor, and the deputy supervisor are available during that time.

Input editors report for work at 2 p.m. Monday through Thursday (11 a.m. on Wednesdays when committees are meeting) and work until about 6 or 6:30 if there is no night sitting, and if there is a night sitting, they work from 8 until 11 or 11:30, depending on when the House adjourns. On Fridays input editors begin work at 9:30 a.m. and work until 1:30 or 2 p.m. The supervisor stays until the typesetting of the day work is done and, if there is a night sitting, until the last input editor is finished.

Copy editors report for work one at a time at half hour intervals starting at 2 p.m. Monday through Thursday and at 9:30 a.m. Friday. They also finish at different times; the last copy editor continues until approximately three and a half hours after adjournment, except for night sittings. At night, they normally finish their assigned copyediting and proofread the first two hours of text; if the night sitting is a long one, arrangements would be made to complete the work the next morning to ensure that none of the copy editors had to work past 1:30 a.m.

Committee transcripts

During session the Private Bills and Public Accounts committees meet on Wednesday mornings starting at 8 or 8:30 and going until about 11:30. A copy editor takes notes for these meetings, and the input editors start to transcribe at 11 a.m. Whatever inputting work is not completed prior to 2:30 is completed following the House's adjournment for the day. Some of the copyediting and proofreading is done Wednesday afternoon and evening; that work is finished the following morning. The transcripts of these committee meetings are then typeset using the same format and the same equipment used for the *Hansard* itself. However, since no more than 50 copies of committee transcripts are required, the typeset original is photocopied in-house rather than sent to a printer.

Three other committees of the House meet regularly and have transcripts produced of their meetings, but they usually meet outside session. They are: Members' Services, Legislative Offices, and the Heritage Savings Trust Fund committees.

Although there is no official deadline for the production of these transcripts, the final version is normally ready between 24 and 48 hours after the meeting concludes.

Speech reprints

MLAs can order reprints of their own speeches by contacting the *Hansard* office and providing the title they would like to go on the cover page. The administrative assistant normally receives these orders and refers them to the production supervisor for formatting on the NBI 5000S (IWS). These are frequently ordered in sufficient quantity to mail out to selected constituents or other interested individuals.